

GENERAL FILING REQUIREMENTS ALL DOCUMENTS

- ◆ Do not hole punch documents.
- ◆ All originals should be signed in black ink.
- ◆ **Submit attachments on 8"x 11" paper, no two sided copies.** Do not submit original invoices, deeds, stocks etc as documents are not retained after scanning.
- ◆ To ensure quality imaged documents provide the court the most legible copy possible.
- ◆ Submit signed original only (no copies) of proof of claims and pleadings (motions, responses, objections etc.).
- ◆ Submit signed original and three copies of Chapter 11 Plan and Disclosure Statement.

VOLUNTARY PETITION CHECKLIST ALL CHAPTERS

Chapter 7 (Individual/Joint/Partnership/Corporation) \$200 filing fee - original and one copy required.

Chapter 11 (Individual/Joint/Partnership/Corporation) \$830 filing fee- original and three copies required.

Chapter 12 (Family Farmer Individual/Join/Partnership/Corporation) \$230 filing fee - original and one copy required.

Chapter 13 (Individual/Joint) - \$185 filing fee - original and one copy required.

Please submit in the following order:

**Voluntary Petition.

**Exhibit A (Chapter 11 Corporations only).

**List of 20 Largest Unsecured Creditors (Chapter 11 only).

**List of 10 Largest Unsecured Creditors (Chapter 12 only).

List of Equity Security Holders (Chapter 11 only).

Schedules A - J.

Declaration concerning schedules.

Statement of Financial Affairs.

Debtor's Statement of Intentions (Chapter 7 individuals only).

****Creditor Matrix Verification.**

****Creditor Matrix - provide as a separate document to the originally signed petition.**

Chapter 13 Plan and Plan Summary (Chapter 13 only) - file as a separate document to the originally signed petition.

INVOLUNTARY CHECKLIST

Chapter 7 - \$200 filing fee - original and one copy required.

Chapter 11 - \$830 filing fee - original and one copy required.

****Involuntary Petition.**

****Summons - original and one copy for each alleged debtor.**

ADVERSARY CHECKLIST

****Adversary Proceeding Cover Sheet.**

****Complaint - \$150 filing fee - original only required **OR** Notice of Removal - \$150 filing fee - Copies of all documents filed in the proceeding prior to removal must be attached to the original Notice of Removal**

No fee for U.S. agency, Chapter 7 or 13 debtor(s).

No fee for child support creditor when notice of appearance of child support creditor or representative is filed.

Fee deferred when filed by panel trustee plaintiff with motion to defer.

****Summons - original and one copy for each defendant**

Required notice of service is accomplished by returning one copy of the summons issued for each defendant with original signature in certificate of service section on back of summons.

****INDICATES REQUIRED ITEMS AT TIME OF INITIAL FILING**